Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6247	Position Reports	Effective Date: 09/23/2016
		Version: 4

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Objective

Produce Reports

Outcome

List of Statewide Vacancies, Produce PIN/OCCU PAR Indicator Report and Produce Budget Report by Agency

Overview

This section contains reporting requirements and selection criteria for the following reports.

List of Statewide Vacancies

The List of Statewide Vacancies screen allows the user to print a list of statewide vacancies.

Your Action ...	System Response ...
1. Choose **PO** (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

```
PHFNC10  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/23/2016
PHIMAINU PHIMAINM                    Position Menu                     10:52 AM

           Code       Description                        FastPath

           MP    Manage Position
           MW    Maintain FY Control Tables
           BA    Browse Active PINs                       BRAP
           AP    Browse Active/Pending PINs               BRAPP
           AB    Browse Abolished PINs                    BRABP
           BV    Browse Vacant PINs                       BRVP
           PR    Produce PEP Report                       PREP
           PV    View PEP Information                      VPEP
           SV    List of Statewide Vacancies              LOSV




       Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
2. Choose **SV** (List of Statewide Vacancies) from the Position Menu and press ENTER	The List of Statewide Vacancies screen will appear.

```
PHFNC10  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/23/2016
PHOWB07P PHOWB07M              List of Statewide Vacancies              11:01 AM


      Full-Time PINs:  N (Y/N)        Permanent PINs:  N (Y/N)
      Part-Time PINs:  N           Time-Limited PINs:  N
 Full- and Part-Time:  N  Permanent and Time-Limited:  N

*Select All Agencies:  N (Y/N)
    *Agency Numbers:    ____    ____
                        ____    ____
                        ____    ____
                        ____    ____
                        ____    ____
                        ____    ____
                        ____    ____
                        ____    ____
                        ____    ____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
3. Enter the following information: Full-Time PINs: System defaults to No. Enter "**Y**" to request a list of full-time vacant PINs. Permanent PINs: System defaults to No. Enter "**Y**" to request a list of Permanent vacant PIN's. Part-Time PINs: System defaults to No. Enter "**Y**" to request a list of part-time vacant PIN's. Time-Limited PINs: System defaults to No. Enter "**Y**" to request a list of Time-Limited vacant PINs. Full- and Part-Time: System defaults to No. Enter "**Y**" to request a list of all full-time and part-time vacant PINs. Permanent and Time-Limited: System defaults to No. Enter "**Y**" to request a list of all permanent and time-limited vacant PINs. *Select ALL Agencies: System defaults to NO. Enter "**Y**" to run the report for all agencies or "N" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL.*Agency Numbers: Enter at least one agency number if the Select All Agencies field is set to No.	

Your Action ...	System Response ...
4. Press Enter.	The Batch Job Submission pop up window will appear.

Produce PIN/OCCU PAR Indicator Report (For SPB Only)

The Produce PIN/Occu PAR Indicator Report is used to request a report listing all PIN's that have either "Y"es or "N"o as the PAR indicator on the Occu file or all Occu's that have either "Y"es or "N"o in the PAR indicator field. NOTE: A "Y"es indicates that a Performance Appraisal Review is required for that PIN or OCCU.

In addition, a report may be requested listing all records that have conflicting indicators, for example, the PIN indicates a PAR is required and the Occu indicates a PAR is not required.

Your Action ...	System Response ...
1. Choose **PO** (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose **MP** (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

```
PHFNC10   PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/23/2016
PHIMAINU  PHIMAINM              Manage Position Menu                  11:04 AM

          Code      Description                          FastPath

          MP    Maintain Position Information             MNPI
          IA    Intra-Agency Position Transfer           IAPT
          RA    Full-time/Part-time Swap                 FPTS
          AA    Abolish Position                         ABPO
          TL    FY Time-Limited Position Re-authorization TLPR
          RR    Reallocation/Reclassification            RARC
          PB    Program Budget Information                PBUD
          P1    Produce PIN/OCCU PAR Indicator Report     PAR1
          RP    Produce Program Budget Report By Agency   PINBUD
          DP    Download of Position and Position Budget Info
          PE    Download of Position and Employment Details POEM
          PL    Browse Position Log File                  POSL

     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
3. Choose **P1** (Produce PIN/OCCU PAR Indicator Report) from the Manage Position Menu and press ENTER.	The Produce PIN/OCCU PAR Indicator Report screen will appear.

```
PHFNC10  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/23/2016
PHOPPARP PHOPPARM        Produce PIN/OCCU PAR Indicator Report       11:04 AM

      Report : _     1 - All PIN'S with PAR Indicator set to 'Y' on Occu File
                     2 - All PIN'S with PAR Indicator set to 'N' on Occu File
                     3 - PAR Indicator on PIN file NOT MATCHING Occu File
                     4 - All Occu's with PAR Indicator set to 'Y'
                     5 - All Occu's with PAR Indicator set to 'N'

*Select All Agencies: N

   *Agency Numbers: ____     ____     ____     ____
                    ____     ____     ____     ____
                    ____     ____     ____     ____
                    ____     ____     ____     ____




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
4. Enter the following information: **Report:** Enter the number corresponding to the desired option. *Select All Agencies: System defaults to No. Enter "**Y**" to run the report for all agencies or "**N**" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL. *Agency Numbers: Enter at least one agency number if the Select All Agencies field is set to No.	
5. Press ENTER.	The Batch Job Submission pop up window will appear.

Produce Budget Report by Agency

Your Action ...	System Response ...
1. Choose **PO** (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose **MP** (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose **RP** (Produce Budget Report By Agency) from the Manage Position Menu and press ENTER.	The Produce Budget Report By Agency screen will appear.

```
PHFNC10  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/23/2016
PHOWFY4P PHOWFY4M      Produce Program Budget Report By Agency         11:06 AM


                 Fiscal Year: 2017



         Program Number(s): __ __ __ __ __ __ __ __ __ __



         All Agencies (Y/N): _



         Specific Agencies: ____   ____   ____   ____   ____
                            ____   ____   ____   ____   ____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
4. Enter the following information: 　Fiscal Year: Enter the fiscal year for the information being requesting. System defaults to current fiscal year. 　**Program Numbers:** Enter the program budget number or numbers to be matched. 　**All Agencies (Y/N):** Enter "Y" to select all agencies or "**N**" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL. 　Specific Agencies: Enter at least one agency number if the All Agencies field is set to No.	
5. Press ENTER.	The Batch Job Submission pop up window will appear.